

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

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|---------------------------------|----------------------------------|---|
| 1. Post U.S. Embassy Kampala | 2. Agency Department of State | 3a. OPS Job Code |
| 3b. Post Job Number New | | 3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| | |
|--|---------------------------------------|
| 3d. Total Number of Positions 1 | Identical Additional Post Job Numbers |
|--|---------------------------------------|

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| 4. Post Position Title or Working Title (if different from official title) PEPFAR Community Grants Advisor |
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| 5. Reason for Submission <input checked="" type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - <i>provide OPS position Number and OPS Job Code for existing vacant position</i> |
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| 6. Organizational Design | |
| 6a. Office/section PEPFAR | 6b. First Subdivision |
| 6c. Second Subdivision | 6d. Third Subdivision |

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| 7. Certifications/Signatures | | | |
| 7a. Employee | I acknowledge receipt of this description of my position duties and responsibilities. | <input type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document. | Date |
| 7b. Supervisor | I certify that this is an accurate description of the duties and responsibilities of this position. | <input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document. | Date 2/2/2023 |
| 7c. Section Chief/ Agency Head | I certify that this is an accurate description of this position and there is a valid management need for this position. | <input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document. | Date 2/2/2023 |
| 7d. HR Officer/ Mgmt. Officer | I certify that this is an accurate description of this position. | <input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document. | Date 2/2/2023 |

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| 8. Classification Action and Certification - I certify that this position has been classified within established standards. |
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|---------------------------|----------------|------------|-------|---------------|---------------|
| 8a. Classification Center | Official Title | Job Series | Grade | Approver Name | Date Approved |
| 8b. GTM/OE | Official Title | Job Series | Grade | GTM/OE Name | Date Approved |

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|---|---------------|---------------|-------------------|---------------|---------------|
| 8c. Recertification Reason | | | RCC/Approver Name | | Initials/Date |
| Creation of new position | | | | | |
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| 9. Post PD Review | Initials/Date | Initials/Date | Initials/Date | Initials/Date | Initials/Date |
| 9a. Employee | | | | | |
| 9b. Supervisor | 2/13/2023 | | | | |
| 9c. HR/Mgmt. Officer | | | | | |
| 10. Job Overview | | | | | |
| <p>The Community Grants Advisor serves as the Grants Officer Representative (GOR) and administers and manages a portion of the Community Grants Program awards in President's Emergency Plan for AIDS Relief (PEPFAR) priority districts. The position oversees the entire life cycle of the grants, including making recommendations to senior management for the awarding of the grants, financial management, monitoring and evaluation, progress and preparing reports on grants.</p> <p>10a. Direct Supervisor of Position:</p> <p>Position reports to the PEPFAR Country Coordinator.</p> | | | | | |
| <p>10b. Position Directly Supervises:</p> <p>None</p> | | | | | |
| <p>10c. Indicate if the position has authority to obligate funds:</p> <p>No</p> | | | | | |
| <p>10d. Provide security access determination level, if required:</p> <p>Low Risk/Non-Sensitive</p> | | | | | |
| <p>JF-298 (Formerly DS-298) 02-2022</p> | | | | | |

11. Major Duties and Responsibilities (*Include % of time spent for each duty, percentage totals must equal 100%*)

Administer and manage a portion of the PEPFAR Community Grants Program awards in the PEPFAR priority districts.

1. Grant Selection and Management -

70%

Serve as the Community Grants Advisor in the PEPFAR office, with direction from the PEPFAR Country Coordinator and guidance from the Community Grants Coordinator on management of grant programs and facilitation of grant documentation. Manage the grant application process, including screening, scoring, interviewing and assessing potential grantees from among hundreds of applicants, providing required documentation, developing written reports and budget summaries and presenting shortlisted projects to the selection panel.

Conduct thorough site visits of potential grantee organizations to meet with and interview project members for the purpose of assessing viability, sustainability and funding needs and goals. These site visits often involve meeting with other community stakeholders such as municipal or traditional leaders, social workers, clinic staff and others who have an interest in the potential grantee organization.

Work with shortlisted applicants to define core needs, structure project proposals, develop budgets and refine grant applications. Solicit advice on potential grant activities and locations from relevant PEPFAR technical working groups. In conjunction with the PEPFAR Country Coordinator, Deputy Coordinator, and Grants Officer, make project recommendations to the Front Office.

For project selection, ensure project recommendations have been properly vetted and are in accordance with the guidance and protocols of the specific grant and policy requirements and supply all necessary materials and information for each recommended project.

Support convening and leading a selection committee to review potential applications. Prepare all follow-up documentation, to include review committee actions, drafting responses notifying both successful and unsuccessful grant applicants.

Liaise and advise the PEPFAR Country Coordinator and Grants Officer (GO) on selection, approval, amendment, progress and close out of grants.

Manage administrative requirements of grant programs, including creating and maintaining files on grantees, forwarding current banking information, and ensuring grant payments are received by grantees.

Monitor implementation of grant agreements to ensure proper use of grant resources, including regular phone contact with grantees to answer questions and provide advice concerning contractual terms, implementation challenges and contractual amendments as needed.

Conduct quarterly site visits and meet with grantees; evaluate the progress of projects that are underway and evaluate the impact and outcomes of projects that have been completed. Some travel to project sites involves overnight travel of several days may be needed.

Provide input on changes to procedures and required documentation, including application forms and measurable results forms and procedures, for grants programs to properly report outcomes from projects.

Prepare grant reports in accordance with PEPFAR Country Operational Plan (COP) and PEPFAR reporting regulations. PEPFAR reporting involves receiving, interpreting, and tabulating reporting data submitted by grantees and entering tabulated data together with narrative reports into PEPFAR's data capturing system on a quarterly basis and providing additional financial and narrative reports in accordance with PEPFAR COP and PEPFAR reporting regulations.

Develop, maintain, and oversee filing system of grant project files and applications as required by the Foreign Affairs Manual (FAM) and grant policy regulations. Ensure projects adhere to budgets and specific funding requirements, requiring understanding of and ability to provide guidance on USG grant-related policies.

2. Training and Technical Assistance -

20%

Hold at least annual workshops for all grant recipients to train them on the grant requirements, USG policies and procedures, PEPFAR programs and policies and other relevant information to build their capacity to manage their grants effectively.

Advise grantees on improving their projects in terms of sustainability, financial management, productivity, marketing, outreach, cost-savings and project expansion.

Advise grantees on accessing other funding, including through the U.S. government and other foreign governments, private sector, and other development partners. Train/advise grantees in all aspects of grant application, program requirements, budgeting and reporting. Advise Mission (Kampala) officers in conducting project site visits for the purpose of monitoring and evaluating grant projects; and coordinate their site visits.

3. Program Representation (Internal and External) -

10%

Recommend policies and procedures governing community grants to the Country Coordinator and GO.

Provide policy advice on the PEPFAR Uganda program, particularly as it pertains to issues of rural and community development, through regular participation in PEPFAR Team meetings and technical working groups.

Provide input on policy reports and documents such as those related to health and HIV/AIDS, rural development, human rights report, religious freedom report and trafficking in persons report.

Build relationships with regional, district and local level Ugandan officials as well as other donor organizations to create better understanding of PEPFAR programs, policies, and work to harmonize development efforts and shared development goals. Develop and maintain a database of community development contacts, including non-governmental organizations, community-based organizations (CBOs), government officials, religious organizations, training organizations and donor organizations as well as political, community and tribal leaders, medical practitioners, community health care workers and social workers to identify potential projects and distribute grant applications widely.

Provide input on the Community Grants section of the annual Country Operational Plan (COP) for the PEPFAR Community Small Grants Program. Support the PEPFAR COP development as needed, including but not limited to developing planning schedules, timelines, assignment lists, and databases that track the COP development process.

Serve as the back-up for colleagues, including the PEPFAR Program Assistant, in the incumbent's absence.

Work with PEPFAR Team on program strategy and improving implementation through participation in PEPFAR Team Meetings and retreats, partner meetings, workshops and other meetings with PEPFAR staff.

Liaise between community development contacts and the Mission to advance community development by linking people and organizations with common interests, needs and goals.

Coordinate with larger PEPFAR-funded partners to provide assistance to Community Grants recipients in terms of capacity building and sustainability.

Coordinate with Peace Corps staff to build partnerships between Community Grants and Peace Corps projects.

Work with the Community Grants Coordinator and the Public Affairs Section (PAS), to promote the Community Grants Program through drafting press releases, success stories, engaging in media interviews and other public diplomacy strategies, including developing and hosting workshops and speaker programs on HIV/AIDS and related issues and identifying and nominating candidates for PAS exchange programs such as the International Visitor Leadership Program. Work with the PEPFAR Community Grants Coordinator to link with the Political, Economic and Public Affairs Sections for direct and positive outreach and linkages with other Mission priorities, including organizing project site visits for Embassy officials and high level visitors, arranging appropriate ceremonies, meetings and official calls and promoting media coverage of U.S. assistance to CBOs.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

Position requires knowledge of standard practices for community development in the host country context, including grant writing and/or review, project management, contract drafting and interpretation, basic accounting, database and file management and providing technical assistance.

12b. Post-hire (*Organizational*)

Must have expert working knowledge of PEPFAR structures and systems; advanced knowledge of USG grant application, implementation, and monitoring processes, including interagency processes for grant review and decision making; and advanced knowledge of global guidance and policies relevant to the PEPFAR country program.

13. Education

Completion of 2 years college or university studies.

14. Licensing/Certifications/Training

Must receive training in State Department regulation and policies on overseas grant management. participate in seminars and workshops focusing on PEPFAR program and USG training related to program management and operations, implementation and reporting. Must successfully complete required DOS GOR training within two months of entry on duty.

15. Work Experience

15a. Nonsupervisory:

Minimum 2 years' experience working in community development, project management, and program funding/budget management is required.

15b. Supervisory:

None.

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English:

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language:

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

Self-starter with excellent organizational, time management, and analytical skills with a strong attention to detail. Investigative instincts and research skills, as well as interpersonal skills and cultural sensitivity. Microsoft Office skills are required for daily tasks. Regular demand for use of keyboard skills where both speed and accuracy are required.

18. Post-hire Skills and Abilities

Job holder must be able to effectively communicate with diverse audiences; manage federal funds; navigate PEPFAR and USG structures, systems, and processes to facilitate decision making, strategic planning, program implementation, and program monitoring.

19. Special Work Environment & Conditions

The position demands a significant level of mental work and moderate degree of stress may result from several competing demands within a very short time frame or shifting and changing priorities. Extended work hours are required periodically to meet unavoidable work-related demands resulting in an occasional trade-off between personal and work time. Work patterns vary and program deadlines will sometimes require extra hours at the workplace to meet the demands of program activities, particularly during the preparations for grant review and initiating and closing awards. Overnight travel may be required for in country monitoring visits less than 25% of the time. Travel to project sites to monitor program implementation as well as to provide technical assistance may be required.

20. Post PD Review Notes (*FOR HR USE ONLY*)



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INSTRUCTIONS FOR COMPLETION

1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
- 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
- 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
- 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
- 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
- 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
- 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.



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- 10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.
- 10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.
- 10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.
11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of "other duties as assigned". No percentage of time is allocated to this statement.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.
- 12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.
- 12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.
13. Education: List the minimum education level required for effective performance. For post-secondary education (i.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.



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14. **Licensing/Certifications/Training:** This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.
15. **Work Experience:** What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).
- 15a. **Nonsupervisory:** Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.
- 15b. **Supervisory:** List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.
16. **Language Proficiency:** Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".
17. **Pre-hire Skills and Abilities:** List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.
18. **Post-hire Skills and Abilities:** List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.
19. **Special Work Environment or Conditions:** Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.
20. **Post PD Review Notes. FOR HR USE ONLY.** Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year